



Office of Public Housing

News-to-Use

Greetings from Ann Roman, OPH Director: January 2006 has been a busy month with many activities, new notices and new programs. Many of these will present both opportunities and challenges for your housing programs. In this newsletter we will try to provide some general information, but please be sure to study the Federal Register publications, read the PIH Notices, and view the webcasts so that you are familiar with all of the changes and new requirements. As always, please contact our office here with any questions or assistance you may need.

Housing Choice Voucher Program Update

PHAs have received their 2006 HCV funding letters. Funding provided under the 2006 Appropriations Act is slightly higher than 2005 funding levels. As was the case in 2005, 2006 HCV funding is provided on a calendar year basis and no funding will be provided for over-leased units. PIH Notice 2006-5 provides information and guidance on the 2006 funding process. In addition, you can view HUD's January 25, 2006 broadcast as a webcast (go to www.hud.gov and click on webcasts) for more information on the funding process and calculations. Funding for administrative costs is limited this year. \$1.24 billion is allocated for ongoing administrative fees. A PHA's 2006 funding amount is on a pro rata basis based on the amount the PHA was eligible to receive in 2005 and adjusted for any new units not reflected in the PHA's 2005 baseline. \$2 million is available to fund administrative fees for homeownership closings. This fee will be \$1000 per closing; there no longer is \$5000 available for a PHA's initial homeownership closing. \$8 million is available for tenant protection fees. There will be a one-time fee payment of \$100 per tenant protection voucher related to housing conversion actions in 2006. There will be no other special fees paid in 2006.

PIH Notice 2006-03 (HA) was issued on January 11, 2006 and provides additional information regarding the HCV program. Important points to keep in mind include:

- Year-end Settlement Statements (HUD-52681) are no longer required for your tenant-based HCV program.
- The notice addresses the recapture of remaining ACC reserve balances as of 12/31/05. More guidance on this should be forthcoming.
- The notice also addresses VMS reporting requirements. Starting with FYE 12/1/05, PHAs that do not comply with VMS reporting requirements may have 10% of their monthly admin fees sanctioned.

Student Housing Final Rule

A Final Rule was published on December 30, 2005. This Final Rule is applicable to the Housing Choice Voucher (HCV) program only. The 2006 Appropriations Act contained language restricting the HCV assistance that can be provided to students of higher education. The Final Rule provides further regulatory guidance. The statute and the regulation stipulate that no HCV assistance shall be provided to any individual who is enrolled at an institution of higher education and is: under 24 years of age; is not a veteran, is unmarried; does not have a dependent child; and is otherwise not individually eligible, or has parents who, individually or jointly, are not eligible to receive HCV assistance.

We, as well as you, have many questions regarding this rule. Our Headquarters office informs us that additional guidance should be issued shortly. We encourage PHAs to wait for this additional guidance before terminating someone's assistance pursuant to this rule.

Operating Fund Update

PHAs have received their initial 2006 operating funding. (Remember: operating funding is now provided on a calendar year basis.) PHAs received funding for 6 months based on what their 2005 operating fund eligibility amount. A proration factor of 91.97% was applied. Our office is now reviewing your 2006 operating fund calculations. We need to complete this review by March 31, 2006 and will be providing this information to Headquarters. At that time a determination of the final proration factor will be made and the balance of your 2006 operating funding will be provided.

There have been several recent publications regarding operating funds. Notice PIH 2005-34 (HA) issued on November 2, 2005 provides guidance and schedules for implementation of the operating fund Final Rule and the asset management and project-based budgeting and accounting requirements. Some important points to keep in mind include:

- Rental income will be frozen at a PHA's FFY 2004 amount. For FFY 2008 and 2009 funding HUD will be moving to a property-level funding system. At that time project-level rental income figures from FFY 2004 will be required.
- Increases or decreases in utility allowances will result in a commensurate adjustment in operating subsidy. As HUD does not maintain data on changes in utility allowances, it is critical that PHAs maintain this information at the local level.
- PHAs with more than 250 units are required to follow project-based budgeting and accounting requirements. Project-level budgets are required, but do not have to be submitted to HUD. At year-end, project-level financial statements will have to be submitted to HUD.
- October 1, 2006 is the first target date for PHAs to demonstrate successful conversion to property management in order to minimize any subsidy reduction. This is what HUD commonly refers to as "Stop Loss".
- Subpart H of the Final Rule requires an independent assessment of a PHA's compliance with the asset management provision. The following table shows the initial assessment periods:

PHA Fiscal Year Ending:	Assessment Period
6/30 PHAs	7/1/07 – 6/30/08
9/30 PHAs	10/1/07 – 9/30/08
12/31 PHAs	1/1/08 – 12/31/08
3/30 PHAs	4/1/08 – 3/31/09

Weighted Average Project Expense level (WAPEL)

Under the Operating Fund Final Rule one of the key factors in the operating fund calculation is a project expense. There will be a project expense level (PEL) for each project in a PHA's inventory. The PEL is similar in concept to the current allowable expense level except that it is computed at a project level. The PEL is a calculation based on 10 coefficients. On January 5, 2006, HUD published a notice in the Federal Register that provides information on the 10 coefficients and the PEL calculation.

For 2007, a PHA's PELs will be aggregated into an agency-wide figure, known as the Weighted Average Project Expense Level, or WAPEL. An initial WAPEL report was issued in November 2005. An updated WAPEL report was issued in January 2006, but this report contained an error in the poverty coefficient. It is our understanding that Headquarters will shortly issue a corrected WAPEL. Please contact our office if you have not received your revised WAPEL by February 28, 2006. For purposes of calculating 2007 funding levels, HUD will re-run the WAPEL report in the summer of 2006, after PHAs have identified their asset management groupings. PHAs will update PIC with their asset management projects. [This should be completed by May 31, 2006.](#)

WAPEL Frequently Asked Questions (FAQ)

Headquarters has posted WAPEL FAQs to the web. Go to the address below, Click on the WAPEL Report FAQs under the What's New section. Once there you will be able to download the FAQs.

<http://www.hud.gov/offices/pih/divisions/ffmd/of/>

PIH Notice 2005-34 and the Federal Register Notice published December 28, 2005 provide that PHAs may identify projects as presently identified under the ACC or in a reasonable grouping of projects or portions of projects under the ACC. PHAs may either combine existing developments, divide existing developments, or combine some or all of the buildings from more than one existing development to create a new project.

Users who have the appropriate role assigned may enter these "Asset Management Project" numbers in the PIC Development submodule. AMP numbers must be entered by May 31, 2006 to impact the Project Expense Levels (PELs) calculation for FFY2007 operating subsidy funding. Please go to the **AMP Numbers Data Entry Job Aid** [/offices/pih/systems/pic/ts/ampnumbs_job_aid_v1.pdf](#) to assist with this process. The AMP number format is: [5-character HA Code] + [6-digit AMP number] + "P". Please contact Kathryn Grosscup or your FMS with questions.

EIV - Does Your Agency Have Access?

The Enterprise Income Verification (EIV) system is now available for all PHAs nationwide. Our office wants to have 100 percent of our region using EIV. To be granted access you will need to submit an EIV Access Authorization Form and an EIV Rules of Behavior and User Agreement form. You can access these forms as well as general information regarding EIV at the EIV home page at the following address.

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

If you have not yet requested access or have questions about the system, please contact Kathryn Grosscup.

- EIV Security Administrators: Remember to re-certify all existing users (user granted access before 12/31/2005) before January 31, 2006.
- Failure to do so will result in termination of EIV access on January 31, 2006.
- Double click on the **User Certification** link.
- Click on the **List Users** button.
- A list of users that require re-certification will be displayed.
- Re-certify each user that requires continued access to EIV and has the required forms on file at the field office.
- User Certification is required quarterly:
 - for period ending 3/31/06, users must be recertified by 04/30/06
 - for period ending 6/30/06, users must be recertified by 07/31/06
 - for period ending 9/30/06, users must be recertified by 10/31/06
 - etc. every quarter

Income and Rent Calculation On-line Course

The new Income and Rent Calculation On-line Course is now available. Once registered you may access the course from your desktop at www.upcstraining.com To register for this course, please submit an email to <mailto:RentCal@hud.gov> with your PHA name, PHA code, telephone number and email address for each participant.

For individuals that have already registered, but have not completed or attempted the course, the Department strongly encourages you to do so.

PIC Update – What is your 50058 “reporting rate?”

Your 50058 reporting rate for both Public Housing and HCV has become more critical after the implementation of PIH Notice 2005-17 and corresponding sanctions in operating subsidy and administrative fees. A *95 percent* reporting rate is required for both programs with the assessment taken at your fiscal year end. The reporting rate is found in the Delinquency Report (located in the Reports submodule) and is refreshed monthly. PHAs should check their reporting rate every month and work to resolve problems several months before the fiscal year end. For help, please contact Kathryn Grosscup or your PHRS.

HCV Reporting Rate:

50058s Received

Number of 50058s submitted with effective dates within 16 month report timeframe where Program (1c)=VO or CE and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), Annual Reexamination Searching (2a=9), or Historical Adjustment (2a=14). The most recent action is counted for each family.

Divided by

50058s Required

Total leased units from the most recent month available in the Voucher Management System (reported by the PHA) plus all 50058 records under the selected PHA code that show another PHA code in 12f or 15e (PHA code billed) in the Form 50058 module (these are port in families), minus the count of all 50058s in the national database that show the selected PHA code in 12f or 15e (PHA code billed) in the Form 50058 module (these are port out families). This allows adjustments for portability.

Public Housing Reporting Rate:

50058s Received

Number 50058 reports submitted with effective dates within 16 month report timeframe where Program (1c)=P and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12) and Historical Adjustment (2a=14). The most recent action is counted for each family.

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50058s Required

Total of all units in the PIC Development submodule Unit Details Screen where as ACC=Yes **and** Unit Status Type = Initial Approval Completed **and** (Unit Status = Occupied by Assisted Tenant **or** Unit Status = Not Reported). **NOTE: Units that are marked “Exception” or “Vacant or Otherwise Occupied” are excluded. See below and attached Job Aid for this process.*

*Excluding units from the Public Housing Delinquency Report denominator:

This is a new function in the Unit Details Screen located in the Development submodule. Please see the chart below and the [Job Aid for Excluding Units from the Delinquency Report](#).

Exclusion Reasons			
Action Category	Pull-Down Selection Options	By HUD User	By HA User
"Exception" button	Conversion Unit*	X	
	Merged Unit*	X	
	Non-dwelling Unit Used for Anti-Drug Activities*	X	
	Non-dwelling Unit Used for Economic Self Sufficiency Services*	X	
	Non-dwelling Unit Used for Other Purposes*	X	
	Occupied by Non-Assisted Employee		X

	Occupied by Non-Assisted person Providing Tenant or Neighborhood-Oriented Services	X	
"Vacant or Otherwise Occupied" button	Occupied by Over-Income Family	X	X
	Occupied by Police Officer	X	X
	Vacant- Undergoing Modernization	X	X
	Vacant as a result of Court Litigation	X	X
	Vacant by Law	X	X
	Vacant due to Casualty Loss	X	X
	Vacant due to Make-Ready or Lease up Time	X	X
	Vacant due to Market Conditions	X	X
	Vacant due to Natural Disaster	X	X
	Vacant due to RMC Funding	X	X
	Notes: * Unit designation "not applicable" when Unit Status = Exception and Exception reason = Conversion unit, Merged unit, Non-dwelling unit used for anti_drug activities, non-dwelling unit used for economic self sufficiency services, or non-dwelling unit used for other purposes		

How can you improve your reporting rate?

- Do you have 'ghost' 50058 records included in your denominator? Use the Reexamination Report to identify families that are no longer served by your programs, but have not been EOPed in PIC.
- Are you serving more families than the 50058 received number? If so, 50058 records are missing from PIC. Use the Reexamination Report to see who is missing from PIC.
- Are all your 50058 records being accepted into PIC? Check the submission report for fatal errors each time you submit 50058s to PIC.

Next PIC Release in March

The next PIC release is scheduled for March 10, 2006. Several new requirements and enhancements will come into effect with this release.

- Tenant ID Management functionality (SSN->AID, AID->SSN, etc.).
- Alien registration number field becomes mandatory in upload (may be blanks).
- Fatal voucher error for new admission if existing voucher tenant (no overlapping dates for VO).
- 50058s accepted for approved Homeownership units.
- Demo-Dispo land-only removals.
- New Demo-Dispo report.
- Capital Fund data certification page.
- New "AMP" number report.
- Portability between MTW and non-MTW PHAs.
- Correcting problems in ad hoc reports.
- Correct Vac/Occup reports to only address dwelling units.
- Modify SEMAP to display "Troubled" regardless of score if troubled from prior year and "Troubled" not removed by F.O. adjustment.
- Portability Billing Report revised to include MTW tenants.
- Permit certain users to delete WASS User IDs inserted incorrectly in PIC.
- Correct Unit tenant status issue with OCCAT/NR.

Denver OPH Energy Challenge

Most of our public housing agencies (PHA) either have - or are currently in the process of obtaining - a current energy audit of the buildings, units and equipment operated by the PHA. The energy audit will identify and analyze energy conservation measures which, when completed, will conserve energy and help to reduce energy costs.

In our October Newsletter we sponsored a voluntary energy conservation challenge to all our low rent PHAs to reduce energy consumption by 10% for the six-month period from November 1, 2005 to April 30, 2006. While it's too early to see the results of our challenge, we are happy to report that many of our housing agencies

responded to us that they did accept our challenge! To that end, we would like to identify and recognize some of the outstanding efforts of just a few of our housing agencies:

- The **Housing Authority of Fort Morgan, CO** installed new energy saving boilers.
- The **Housing Authority of Glasgow, MT** has included energy conservation with their preventive maintenance program.
- **Delta Housing Authority, CO** initiated a major xeriscape program to reduce resident's water consumption
- **Volga Housing Authority, SD** is installing more insulation and replacing appliances that are old and not energy efficient.
- **Davis County Housing Authority, UT** is planning the purchase of Energy Star refrigerators and appliance.
- The **Housing Authority of Billings, MT**, installed additional insulation and replaced appliances with energy star appliances.
- **Aberdeen Housing Authority, SD** ordered Energy Star refrigerators and is in the process of installing bathroom sink restrictors.
- **Littleton Housing Authority, CO** is installing water saving toilets as well as showerheads and aerators.
- The **Housing Authority of Barnes County ND** completed many of the items identified in its 2003 audit and is now researching controls that would allow automatic setback of heating water temperature based on outside temperature. The PHA compiled and compared monthly average energy consumption (electricity, water and natural gas) comparisons.
- The **Housing Authority of Salt Lake City, UT** participated in training on energy performance contracting and is evaluating the appropriateness for its agency.
- The **Boulder County Housing Authority, CO** is replacing furnaces with energy efficient furnaces and weatherizing houses and units.

We appreciate the efforts of all of our low-rent public housing agencies to conserve energy and reduce those high energy/utility costs. If you have any questions regarding energy audits, Energy Star appliances and equipment, energy performance contracting, or ways to conserve energy, please don't hesitate to contact your Facilities Management Specialist.

Energy Performance Contracts

PIH [Notice 2006-06](#), issued January 19, 2006, extends the allowable term of Energy Performance Contracts (EPCs) from 12 to 20 years. As stated in the Federal Energy Bill, the contracting period is being lengthened to allow longer payback energy-saving measures such as windows, heating system replacements, wall insulation, site-based generation and renewable energy.

The allowance of a 20-year EPC term makes contracts with smaller PHAs more appealing to ESCOs.	Even though the Notice has been issued, the regulation found at 24 CFR 990.185 has not yet been changed. This means that PHAs wishing to enter into contracts exceeding 12 years must request a waiver. Waiver requests can be submitted through local Field Offices to the Assistant Secretary of PIH for final approval. Current 12-year contracts cannot be extended by this new mandate.
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Some of the topics addressed in the Notice are:

- Energy projects that extend up to 20 years involve long-term, strategic planning. Asset-based management, a PIH goal, emphasizes this type of planning for each separate project in a PHA's housing stock.
- Projects that extend up to 20 years will require some equipment to be replaced during the contract period, which must be part of the EPC.
- Savings need to last over the entire term of the energy project. Maintenance is a very important contributor to the persistence of savings and the life of equipment.
- Please visit the following website for more information on energy performance contracting.

<http://www.hud.gov/offices/pih/programs/ph/phecc/eperformance.cfm>

Monthly Electronic Energy Newsletter

Did you know HUD has a monthly newsletter devoted energy issues? Visit the website below for more information and access to these newsletters.

<http://www.hud.gov/offices/pih/programs/ph/phecc/newsletter/newsletter.cfm>

Benchmarking Utility Consumption and Cost System (BUCCS)

Have you ever wondered how your energy consumption compares to other PHAs? Now you will be able to find out. HUD's Office of Public and Indian Housing is developing a Benchmarking Utility Consumption and Cost System (BUCCS), which will enable PHAs to:

- Obtain quick and accurate information, free of any commercial interest, on the energy performance of its buildings;
- Compare its buildings' energy consumption to those of other PHAs; and
- Target building improvements that reduce utility consumption.

Starting February 8, 2006, and over the course of several days, HUD will send PHAs an email that provides the web address and access instructions for BUCCS. **PHAs are requested to submit their information by March 24, 2006.** A prototype benchmarking model was developed in 2005, and the information you provide will help develop a preliminary model that is applicable nationwide by November 2006.

SEMAP Update

The fiscal year ending (FYE) 9/30/05 starts the "off-cycle" for SEMAP assessments. If you are a small (less than 250 vouchers), non-troubled PHA, being scored under SEMAP is optional. This is true for all small, non-troubled PHAs with FYE 9/3/05, 12/31/05, 3/31/06 and 6/30/06. Indicator 12 – Annual HQS Inspections, is now turned on and is being scored. Indicator 11 – Pre-Contract HQS Inspections, is still turned off.

PIC Reporting Requirements

PIH Notice 2005-17 was issued on June 15, 2005. This notice implements the new PIC reporting requirement for a rate of 95% for both public housing and the housing choice voucher program. HUD will conduct an annual assessment to determine a PHA's compliance with this requirement. Failure to maintain a 95% reporting rate at the time of the annual assessment may result in sanctions. Please review PIH 2005-17 for more information on possible sanctions and forbearance requests. HUD's annual assessment will start with PHAs with FYE 12/31/05.

Reminders

- 2/28/05: Unaudited financial statements due to REAC for 12/31 PHAs
- 2/28/05: MASS certifications due for 12/31 PHAs
- 3/1/06: SEMAP certifications for 12/31 PHAs (Small, non-troubled PHAs are exempted)
- 3/16/06: Resident survey results available in RASS for 12/31 PHAs
- 3/17/06: 3/31 PHAs certify resident survey implementation plan (RASS)
- 3/24/06: Due date for submitting utility consumption information to BUCCS.
- 3/30/06: 12/31 PHAs certify resident survey Follow-up Plan (RASS), as applicable
- 3/31/06: Audit reports due to REAC for 6/30/05 PHAs.
- 4/10 – 6/13/06: Residents surveyed for 3/31/06 PHAs (RASS)



Recent Issuances

Federal Register Issuances – Funding Opportunities:

- 1/20/06: HUD’s Fiscal Year 2006 Notice of Funding Availability policy requirements and general section to the SuperNOFA for HUD’s Discretionary Programs. Notice

Federal Register Issuances – Rules and Program Changes:

- 1/5/06: Public Housing Operating Fund Variable Coefficients for Public Housing Operating Fund Project Expense Levels; Correction: Effective date is 1/27/06 (This notice includes the appendices that were omitted from the 12/28/05 Federal Register publication.)
- 1/12/06: Renewal of Expiring Section 8 Project-Based Assistance Contracts; Final Rule: Effective date is 2/13/06.
- 1/12/06: Renewal of Expiring Section 8 Project-Based Assistance Contracts; Proposed Rule: Comments due 3/13/06.

Federal Register Issuances – Information Collection:

- 1/18/06: Notice of Submission of Proposed Information Collection to OMB; Emergency Comment Request, Grant Application Standard Logic Model; Notice of Proposed Information Collection for Public Comment: Comments due 2/1/06.
- 1/24/06: Notice of Proposed Information Collection for Public Comment – Lease Requirements, Recordkeeping: Comments due 3/27/06.
- 1/24/06: Notice of Proposed Information Collection for Public Comment - Screening and Eviction for Drug Abuse and Other Criminal Activity: Comments due 3/27/06.
- 1/26/05: Notice of Submission of Proposed Information Collection to OMB; Customer Service and Satisfaction Survey of Public Housing Residents: Comments due 2/27/06.
- 1/30/06: Notice of Proposed Information Collection for Public Comment: Moving to Work Plans and Reports: Comments due 3/31/06.

PIH Notices:

- PIH 2006-01(HA), Reinstatement – Notice PIH 2005-2 Requirement for Designation of Public Housing Projects, issued 1/3/06.
- PIH 2006-03 (HA), Reduction of Annual Contributions Contract (ACC) Reserves, Rescission of Requirements Under form HUD-52681 for Most Housing Choice Voucher Program Units, and Sanctions for Failure to Submit Required Financial Reports Pursuant to 24 CFR 5.801, issued 1/11/06.
- PIH 2006-6 (HA), Implementation of the 2006 HUD Appropriations Act (Public Law 109-115) Funding Provisions for the Housing Choice Voucher Program, issued 1/13/06.
- PIH 2006-06, Guidance on Energy Performance Contract with Terms up to 20 Years, issued 1/19/06.
- PIH 2006-07 (HA), Extension – Notice PIH 2005-3 (HA), Changes to Guidebook 7401.7G, Housing Agency (HA) Guidebook: Employee Benefit Plans, issued 1/27/06.
- PIH 2006-08 (HA), Extension – Notice PIH 2005-4 (HA), Exigent Health and Safety Deficiency Correction Certification – New Reporting Procedures, issued 1/27/06.

In The News

Colorado: Congratulations to the Denver Housing Authority (DHA) and the Fort Collins Housing Authority (FCHA), who were recently awarded 2005 ROSS funds. DHA was successful with 3 ROSS applications and was awarded \$1,213,245 for its FSS and Homeownership programs. FCHA was also successful with 3 applications and was awarded \$181,364 for its FSS and Homeownership programs.

Montana: An \$880,000 loan from the Missoula Housing Authority was one of the key funding sources that led to the construction of a new home for the Joseph Residence Center called Maclay Commons. The new facility will provide 16 units of transitional housing and a community center for extremely low-income families facing homelessness. The goal is to provide a safe environment for families while they train for a new job or look for work with the goal of becoming self-sufficient. Additional funding sources came from the Federal Home Loan Bank of Seattle in the amount of \$112,000, and over \$1.8 million in low income tax credits through the Montana Board of Housing. The grand opening ceremony is scheduled for January 31 at 2405 McIntosh Loop in Missoula.

North Dakota: The Fargo YWCA was recently awarded \$213,519 in HUD funding for 2 Supportive Housing renewal grants. The YWCA Cass Clay has been in the Fargo-Moorhead community for nearly 100 years, and is very well respected and supported in the community. The YWCA provides the following programs: Emergency Shelter, Transitional Housing (Cass and Clay counties), Shelter Children's Services, Education and Employment Services, Empowerment of Girls, and a public Childcare and Preschool Center. The Emergency Shelter is the largest shelter in the region and the only one in the Fargo-Moorhead area that exclusively serves homeless women and their children. The shelter can house up to 65 women and children. The Transitional Housing Program provides longer term housing assistance and case management to homeless women and children. Case Managers work with the participants to identify barriers to self-sufficiency and work to address those areas through case management and referrals.

South Dakota: In December HUD announced the award of more than \$1.1 million in Continuum of Care homeless funds for South Dakota agencies to assist homeless individuals and families. Southeastern Behavioral Healthcare, Sioux Falls, and Cornerstone rescue Mission, Rapid City, received funds for new supportive housing programs. Goodwill Industries and Sioux Falls Housing, both in Sioux Falls, received renewals for existing programs. In addition, the South Dakota Housing Development Authority was allocated over \$345,000 in Emergency Shelter Grant funds to assist in the operation of local shelters statewide. HUD also announced the award of two Section 202 supportive housing for the elderly projects in South Dakota. HUD will provide \$9.1 million in capital advances to build 25 units in Brookings and 60 units in Sioux Falls.

Utah: James E. Kier, Utah real estate industry mogul, died November 30, 2005, after a long battle with non-Hodgkin's lymphoma. Jim established Kier Construction in 1961. He later created Kier Development, which has built 5,000 apartment units in the past 44 years. In 1978 Kier added a property management company that oversees 2,120 multifamily and residential housing units. Over the years he has supported many local charities and served on various committees with the local homebuilders association. Kier received two lifetime achievement awards from the Affordable Housing Management Association and the National Association of Housing and Redevelopment Officials. In November, a Salt Lake City senior housing complex was christened The James E. Kier apartments in his honor.

Wyoming: The Evanston Housing Authority has created a CD for their Public Housing lease. The CD goes through the entire lease, page by page, using PowerPoint. This process enables the occupancy specialist to play the CD for new tenants and allows them to review it without the staff member being present through the entire lease. Clients are instructed to write down any questions and they can be answered at the end of the presentation. Because CD's are inexpensive, clients can be given copies for later reference.

OPH would like articles, comments, and/or questions from housing authorities in the Rocky Mountain Region. Please send these contributions to Ann Roman at Carol_A._Roman@hud.gov. Thanks!